

REQUEST FOR QUALIFICATIONS

NOTICE IS HEREBY GIVEN that the Board of County Commissioners of Lewis County, Washington will receive sealed statements of qualification and publicly open them on or about 10:00 a.m. on August 8, 2011 at the Lewis County Courthouse Commissioners Hearing Room, 351 NW North Street, Chehalis, Washington, for furnishing to Lewis County the following:

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES FOR HYDRAULIC MODELING TO COMPLETE THE HYDRAULIC MODEL FOR THE CHEHALIS RIVER

Proposals must be received by the Clerk of the Board (351 NW North St., Chehalis, WA 98532) at or before 9:00 a.m. on the date specified for opening and clearly marked as:

"REQUEST FOR PROPOSAL FOR FLOOD AUTHORITY HYDRAULIC MODELING SERVICES TO BE OPENED August 8, 2011 at 10:00 a.m."

Project information packets may be obtained at www.lewiscountywa.gov, from the Community Development Department, Chehalis, WA 98532, or by calling 360.740.1232.

Designated contact person: Bob Johnson, Director of Community Development.

Email: Robert.johnson@lewiscountywa.gov

The Board of County Commissioners reserves the right to reject any or all submittals of qualifications, waive formalities, and to contract as the best interests of the County may appear. In selecting a qualified candidate, consideration will be given to factors of delivery, quality of product, past experience, technical expertise, and suitability for County purposes.

DATED this 25 day of July, 2011.

Karri Muir
Karri Muir, Clerk of the Board
Lewis County, Washington

Chehalis River Basin Flood Authority – Hydraulic Modeling

REQUEST FOR QUALIFICATIONS

Date Issued: July 25, 2011

Statements of Qualifications Due: August 8, 2011, prior to 9:00 a.m.

Lewis County, Lead Agency for the Chehalis River Basin Flood Authority (Flood Authority) is seeking qualifications of a firm or team to be contracted with to complete the hydraulic model of the Chehalis River.

Background:

For more than 70 years, the local communities of the Chehalis River Basin have worked with a variety of public agencies to find solutions to the chronic flooding problems throughout the basin. However, residents of the watershed today remain fearful that lack of flood protection leaves them vulnerable to the next storm event. Recent flood events occurred in 1996, 2007, and 2009.

The Flood Authority was formed by an Interlocal Agreement among eleven jurisdictions in the Chehalis River basin following the 2007 flood. One of the purposes of the Flood Authority is to develop and implement flood hazard mitigation measures throughout the basin. The Flood Authority has received funding from the state for this purpose. Proposed flood mitigation projects and measures must be evaluated with respect to potential effects both upstream and downstream. The existing hydraulic model of the Chehalis River includes only areas upstream of Grand Mound, Washington. Significant data gaps exist and the hydraulic model needs to be completed downstream of Grand Mound to the mouth of the Chehalis River.

The Flood Authority is seeking a qualified firm or team to be contracted with to fill in any data gaps and complete the hydraulic model of the river within a very narrow time-frame.

Scope of Work:

Complete hydraulic model for the lower river from Grand Mound to the mouth to include:

- Filing in the data gaps from Grand Mound, Washington to Porter, Washington (which is not part of the Corps Scope) as well as from Porter to the mouth of the Chehalis River;
- Developing baseline hydrology for the Chehalis River Basin for appropriate flood intervals (2, 5, 10, 20 50, 100, 200, 500) as needed for the Corps flood damage curve methodology.
- Evaluation of flood levels with the proposed water retention dam.
- Evaluation of flood levels for the Twin Cities (Corps of Engineers) project with and without the proposed levees and with and without the proposed added Skookumchuck storage.
- Coordination with the Flood Authority and EES Consulting to define and identify both public and private infrastructure including public facilities (roads, bridges) and residential, commercial, and industrial development.
- Coordination with the Flood Authority to define and identify other critical infrastructure features in the modeling, such as, Sickman – Ford bridge (to be coordinated with Chehalis Tribe), damaged Cosmopolis water retention structure, Oakville street and culvert constrictions, Chehalis Reservation infrastructure, Montesano waste water treatment facility, other constriction points noted in the Flood Authority projects list
- Coordination with the Corps of Engineers relating to the General Investigation and its effort to complete an ecosystem hydraulic model for the Chehalis River Basin.

- Coordination with other entities and agencies that may have pertinent information relating to the Chehalis River Basin hydrology and hydraulics.
- Completion of a report of the above effort by February 28, 2012.
- Coordination with EES Consulting as information is developed prior to February 28, 2012.
- Providing routine status reports to the Flood Authority and the Governor's Office (OFM-Policy)

Timeframe:

Contracted work is to be completed no later than February 28, 2012. The work may be extended or modified at the discretion of the Flood Authority.

Format of Qualifications and Requirements:

Letter of Interest: Introduce yourself and the team and demonstrate your understanding of the nature of the project.

Personnel: Identify and include brief resumes listing qualifications of key personnel who would be assigned to this work, and describe the anticipated roles of team members in the work. Specify the Principal in Charge and the Project Manager who will serve as the primary contact person. Provide a chart showing the organizational structure of the team.

Experience: Discuss your related experience based upon 2-4 relevant projects, including client and project information, with your responsibility in the projects, the challenges presented by each project, and the final results. Discuss experience with developing flood districts.

Client References: Please provide three references that are familiar with your ability to undertake and complete comparable work. Include contact names, titles and telephone numbers.

Submittal Information and Proposal Schedule:

Preliminary Schedule (Subject to change)

RFQ Issued July 25, 2011

SOQ submittal deadline August 8, 2011, 9:00 a.m.

Notify finalists August 12, 2011

Finalist interviews week of August 15, 2011

Final selection prior to August 18, 2011

Flood Authority authorize Lewis County to finalize Scope and budget (not to exceed amount) – August 18, 2011

Lewis County Complete contract scope and budget development August 26, 2011

Lewis County executes contract for services August 29, , 2011

Note: The Flood Authority and Lewis County reserve the right to modify the schedule as circumstances may warrant.

Qualifications Quantities, Due Date, Time, Location

Submit 1 original unbound copy, 1 electronic copy, and 10 comb-bound copies of the Request for Qualifications proposal, which should be a maximum of 25 single-sided 8.5" by 11" pages in 12 point font. Individual resumes are limited to two (2) pages and may be included as an appendix not counted in the proposal page limit. Proposals are due in the office of Lewis County Clerk of the Board no later than 9:00 a.m. on August 8, 2011. Proposals submitted by any means other than mailing, courier or hand delivery will not be accepted. Proposals submitted after the deadline date and time will not be accepted.

Submittal Address

Clerk of the Board / Flood Authority Hydraulic Modeling RFQ
Lewis County Board of County Commissioners
351 NW North Street Room 209
Chehalis, WA 98532

Communications with the Authority and Lewis County

Any questions regarding the submittal process and/or aspects of the Request for Qualifications may be made via e-mail to Bob Johnson, Director of Community development at Robert.johnson@lewiscountywa.gov.

Only e-mail communications will be accepted. All responses will be provided via e-mail. Questions and responses will be shared with all firms that provide an e-mail address to Mr. Johnson. No questions will be accepted after Thursday, August 4, 2011, at the 5:00 p.m. close of business.

The Request for Qualifications and supporting documents are available for review on the Lewis County web site, www.lewiscountywa.gov, or at the Department of Community Development, 2025 NE Kresky Ave., Chehalis, WA, 98532 during regular business hours.

Minimum Qualifications

It is mandatory that the individual or firm submitting qualifications have:

- License to do business within the State of Washington.
- Insurance from an insurance carrier or carriers licensed to conduct business in the state of Washington and having a rating of A-, Class VII or better, in the most recently published edition of Best's Reports.
- Professional-level training and knowledge of Washington state and federal regulations related to flood hydraulic modeling.
- Demonstrated experience in hydraulic modeling in the state of Washington and in working with federal agencies, including FEMA and the Corps of Engineers.
- Professional level experience working with tribal, state and local organizations.
- Professional level experience developing and carrying out a public involvement process.
- Professional level experience in working within rigid timeframes and meeting deadlines.

Individuals or firms who do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

Evaluation process:

Review Process

A subcommittee appointed by the Flood Authority will review and rate submittals. The subcommittee will recommend finalists for interviews. Interviews will occur during the week of August 15, 2011 and selection of a firm prior to August 18, 2011.

Evaluation Criteria

Consultants will be ranked based upon the qualifications and experience of the consultant team. Consultants will be evaluated on:

- Demonstrated expertise and experience in hydraulic modeling.
- Key personnel, experience, and knowledge.
- Past performance and references.
- Success in working with public sector clients, including effective public involvement, and tribal government.

The Flood Authority reaffirms its right to make any selection it deems prudent.

The successful individual, firm, or consultant team selected will perform a variety of duties as agreed upon in the final negotiated Scope of Work. The selected consultant and Lewis County will finalize the contract terms and conditions. If Lewis County and the selected consultant are unable to agree on terms and conditions at this point, Lewis County may exercise its right to negotiate with other consultants. The Flood Authority will validate any recommendation or tentative agreement made by Lewis County, acting as the Lead Agency.

Publication: Daily Journal of Commerce, July 25, 2011